

FINDING FREE, ONLINE TRAINING IN THE LMS

Do you know that the LMS contains more than 3,000 FREE, online courses? These courses are called “Skillsoft” courses that can also be used to obtain Professional Development Units (PDUs). The TS87-L: **Requesting PDU’s After Completing a SkillSoft Course** tip sheet show you how to request PDU’s. Take a moment to see what the LMS has to offer!

This tip sheet provides instructions for registering and launching Skillsoft courses.

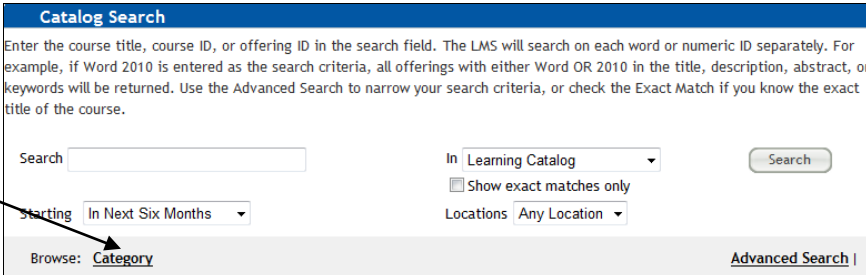
To browse for free SkillSoft course on the LMS:

1. Log on to the LMS.

NOTE: For instructions about logging on, see the *Log-On Instructions (TS02-L) tip Sheet*.

2. On the LMS home page, scroll down to the **Catalog Search** portlet.

Category



The screenshot shows the 'Catalog Search' portlet. It includes a search field, a dropdown for 'In Learning Catalog', a 'Search' button, a checkbox for 'Show exact matches only', and a 'Locations' dropdown set to 'Any Location'. Below these is a 'Browse' section with a link to 'Category' and an 'Advanced Search' link. An arrow points from the word 'Category' in the text to the 'Category' link in the 'Browse' section.

3. Click the **Category** link in the lower left corner of the Catalog Search portlet.
4. From the **Browse the Catalog** page, click the **SkillSoft Online** link under the **3 - Online Training** heading.

Online Training

SkillSoft Online

Department of Health & Human Services Learning Portal

Browse the Catalog

01 - NIH Courses

- CIT Training
- Client Services Division (CSD)
- Clinical Center
- CSR Training
- Extramural Training
- LMS Administrator Training
- Mandatory Training
- NIH Training Center
- OD - Office of the Director
- Office of Human Resources OHR
- Office of Research Services (ORS)
- Other

1 - HHS Mandatory

- Alternate Dispute Resolution
- HHS Initial Ethics Orientation
- HHS Records Management for All Employees
- Information Security for Executives
- Information Security for Managers
- Information Systems Security Awareness
- Privacy Awareness Training
- The No-Fear Act

3 - Online Training

- Books 24x7
- Department of Labor
- Department of Veterans Affairs
- Knowledge Centers
- SkillSoft Online

Accreditation

- Joint Commission of Healthcare Org (JCAHO)
- Medical (AMA)
- Nursing (ANA)
- Oral Health
- Pharmacy (ACPE)
- Social Work

- From the next screen, browse the categories of free online courses to locate a course of interest.
- In the **Register** column of the **Learning Offerings** table, click the **Launch** link.

SkillSoft Online categories

Launch

Department of Health & Human Services Learning Portal

Browse the Catalog

Top>

- Online Training> SkillSoft Online
 - 1 Hour Courseware
 - Business Certifications
 - Business Skills Curricula
 - Desktop Certifications
 - Desktop Curricula
 - Environmental, Safety and Health, and Transportation Curricula
 - Federal Government Curricula
 - IT Professional Certifications
 - IT Professional Curricula
 - Legal Compliance Curricula
 - SkillSoft Leadership Advantage
 - TestPrep View

Delivery Type: All Title: Search

Configure | Save Search Query

Learning Offerings

Showing 4 out of 4 results

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Price	Register
Microsoft Office 2010: Getting Started with Lync	2.2	Online Training						English	0.00 USD		Launch Content
Microsoft Office 2010: Lync	2.2	Online Training						English	0.00 USD		Launch Content

If you experience trouble with this process, please submit a ticket to HR Systems Support (HRSS) at: <http://intrahr.od.nih.gov/helpdeskform.htm>